



**METROPOLITAN
TRANSPORTATION
COMMISSION
SERVICE AUTHORITY
FOR FREEWAYS
AND EXPRESSWAYS**

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Memorandum

TO: Operations Committee

DATE: May 3, 2013

FR: Executive Director

W. I.: 6031

RE: Contract - Call Box Inspection Services: Raedians Inspection Services (\$150,000)

This item would authorize the Executive Director or his designee to negotiate and enter into a three-year contract with Raedians Inspection Services (Raedians) for call box inspection services in an amount not to exceed \$50,000 per fiscal year.

Background

MTC SAFE utilizes an inspector to ensure that its call box maintenance contractor and the call box call answering center are providing adequate service. Each month, the call box inspector tests approximately 40 randomly selected call boxes for functionality and audits approximately 30 calls for quality assurance each month. The current contract for call box inspection services is due to expire on June 30, 2013.

Procurement Process

A Request for Proposal (RFP) was released on March 11, 2013 to procure an inspector to continue performing such services. The RFP scope requires the selected contractor to certify new and removed call box installations, randomly inspect call box for functionality, monitor the call answering center calls for quality, and collect call box data in the field on an as-needed basis.

The RFP required proposers to have a valid California driver's license and have a working knowledge of Microsoft Excel and Word. At the closing date, MTC SAFE received one (1) proposal from Raedians, which met all the minimum requirements.

Evaluation Process & Results

A three-member evaluation panel comprised of MTC staff reviewed Raedians' proposal against the established evaluation criteria set forth in the RFP and scored it accordingly:

Evaluation Criteria	Raedians Inspector Services
Cost – reasonableness of prices in comparison to previous cost (40 points)	40/40
Experience – knowledge of call box system, highway safety standards (40 points)	37/40
References (20 points)	19/20
Evaluation Score	96/100

Raediants' proposed rates were within the expected budget, and a cost analysis demonstrated that their proposal is consistent with previous years' costs. Additionally, Raediants provided call box inspections in the past and demonstrated a strong knowledge of the call box system and highway safety standards. The references Raediants provided were acceptable and demonstrated good character.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into an agreement with Raediants Inspection Services for call box inspection services with a maximum payment not to exceed \$150,000 (\$50,000 per fiscal year for FY 2013-14 through FY 2015-16), subject to adoption of the annual agency budgets.



Steve Heminger

SH:sl

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REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.:	6031
Contractor:	Raediants Inspection Services, Pleasanton, CA
Work Project Title:	Call Box Inspection Services
Purpose of Project:	Provide call box inspection services for the call box system
Brief Scope of Work:	Perform monthly random inspections of call box sites, certify new call box installations and call box site removals, and monitor call answering center calls for quality during FY 2013-14 through FY 2015-16.
Project Cost Not to Exceed:	\$150,000 (\$50,000 per fiscal year)
Funding Source:	SAFE
Fiscal Impact:	\$50,000 included in draft FY 2013-14 SAFE budget; all funding subject to annual SAFE budgets for FY 2013-14 through FY 2015-16.
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract with Raediants Inspection Services to provide call box inspection services as described above and in the Executive Director's May 3, 2013 Memorandum, and the Chief Financial Officer is directed to set aside \$50,000 per fiscal year for such contract, subject to the approval of SAFE budgets for FYs 2013-14 through 2015-16.
Operations Committee:	<hr/> Jake MacKenzie, Chairperson
Approved:	Date: May 10, 2013